


INVITATION TO BID			BIDS WILL BE PUBLICLY OPENED:	
STATE OF LOUISIANA LDOE, MANAGEMENT & FINANCE LDOE, BUREAU OF PURCHASING			MAY 30, 2006 02:00 PM	
<p>=====> VENDOR NO. : SOLICITATION : 2207992 FILE NO. : OPENING DATE : 05/30/06</p> <p>=====></p> <div style="border: 1px solid black; height: 60px; width: 300px; margin: 10px 0;"></div> <p>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</p>			PURCHASING AGENCY NO. : 678PUR	
			SEE NO. 8 BELOW. RETURN BID TO 2207992 05/30/06 02:00 PM LDOE, BUREAU OF PURCHASING LA DEPT OF EDUCATION, PURCHASING 1201 N. 3RD ST. STE 5-242 PO BOX 94064 BATON ROUGE, LA 70804-9064	
			BUYER : LILLIE CHRISTOPHER BUYER PHONE : (225) 342-3830 DATE ISSUED : 05/17/06 REQ. AGENCY : 678SUP FOLD HERE--> LDOE, SUPERINTENDENT'S OFFICE AGENCY REQ. NO. : 70042 ISIS REQ. NO. : 1289084 VENDOR PHONE : FISCAL YEAR : 07 CLASS/SUBCLASS : 96248 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER :	
SET-UP AND DRAPE EXHIBIT BOOTHS				
TO BE COMPLETED BY VENDOR				
<p>1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.</p> <p>2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.</p> <p>3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.</p> <p>4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.</p> <p>5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).</p>				
INSTRUCTIONS TO BIDDERS				
<p>1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.</p> <p>2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.</p> <p>3. THIS BID IS TO BE MANUALLY SIGNED IN INK. FOLD HERE--></p> <p>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.</p> <p>5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____</p> <p>6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.</p> <p>7. DESIRED DELIVERY: _____ 005DAYS ARO _____</p> <p>8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.</p> <p>9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</p> <p>10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.</p>				
VENDOR PHONE NUMBER: FAX NUMBER:		TITLE		DATE
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)		NAME OF BIDDER (TYPED OR PRINTED)		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES. UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE: 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</p>			

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CANCELLATION

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

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SPECIFICATIONS

THE LOUISIANA DEPARTMENT OF EDUCATION IS SEEKING A VENDOR TO PROVIDE THE FOLLOWING FOR THE LOUISIANA LEADS SUMMER CONFERENCE 2006 THAT WILL BE HELD AT THE ERNEST N. MORIAL CONVENTION CENTER IN NEW ORLEANS, LOUISIANA ON JULY 21-27, 2006.

FLOOR PLANS/FIRE PREVENTION APPROVAL:

SUCCESSFUL VENDOR WILL DESIGN AND PROVIDE A FINISHED, REPRODUCIBLE FLOOR PLAN BASED ON THE ATTACHED SPECIFICATIONS AND REQUIREMENTS.

SUCCESSFUL VENDOR WILL ALSO BE RESPONSIBLE FOR SECURING THE NEW ORLEANS FIRE PREVENTION DIVISION'S APPROVAL FOR HANDLING ANY FIRE SAFETY ISSUES RELATED TO THE LOUISIANA LEADS SUMMER CONFERENCE 2006.

LIST FEE CHARGE FOR SECURING THIS APPROVAL: \$_____

FLOOR LAYOUT AND MARKING:

SUCCESSFUL VENDOR WILL LAYOUT AND MARK THE FLOOR IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION'S FINAL APPROVED FLOOR PLAN AND ANY SPECIAL INSTRUCTIONS.

SPECIFICATIONS FOR LINE NO. 1

EXHIBIT BOOTHS, SIZE: 10' X 10', TO BE LOCATED IN HALL E OF THE ERNEST N. MORIAL CONVENTION CENTER TO INCLUDE THE FOLLOWING:

- * ONE (1) 8 FOOT HIGH CURTAINED BACKWALL DRAPE
- * TWO (2) 4 FOOT HIGH DRAPE SIDE RAILS/DIVIDERS
- * ONE (1) WASTE BASKET
- * ONE (1) 6' X 30" TOPPED & SKIRTED TABLE
- * TWO (2) SIDE CHAIRS
- * IDENTIFICATION SIGN TO DISPLAY THE EXHIBITOR'S NAME AND BOOTH NUMBER, SIZE: 7" X 44" SIGN TO BE DISPLAYED AT THE TOP OF EACH BOOTH
- * INSTALLATION AND REMOVAL

SPECIFICATIONS FOR LINE NO. 2

REGISTRATION BOOTHS TO BE LOCATED OUTSIDE OF HALL F AT THE ERNEST N. MORIAL CONVENTION CENTER TO INLCUDE THE FOLLOWING:

- * ONE (1) COUNTER HEIGHT DESK WITH DESKTOP STORAGE
- * ONE (1) OVERHEAD BACKLIT HEADER SIGNS, TWO (2) PER BOOTH (TO BE ABLE TO CHANGE OUT MID-CONFERENCE FOR TWO DIFFERENT REGISTRATION GROUPS)
- * TWO (2) SIDE CHAIRS
- * ONE (1) WASTE BASKET

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<p>ALL BOOTHS TO BE DRAPED IN BLUE</p> <p>ALL DRAPERY MUST BE FLAME-RETARDANT IN ACCORDANCE WITH LOCAL FIRE REGULATIONS.</p> <p>SPECIFICATIONS FOR LINE NO. 3 SUCCESSFUL VENDOR TO INSTALL AND REMOVE 9' WIDE BLUE/GREEN AISLE RENTAL CARPET APPROXIMATELY 3000 SQUARE YARDS FLAME RESISTANT. CARPET MUST COVER ENTRANCE AREA OF EXHIBIT HALL AND LINEAR FOOTAGE OF AISLE FOR THE ONE HUNDRED FIFTY (150) EXHIBIT BOOTHS (SIZE: 10' X 10').</p> <p>SHOW SCHEDULE:</p> <p>SUCCESSFUL VENDOR MOVE-IN: FRIDAY, JULY 21, 2006 BETWEEN 7:00AM-5:00PM EXHIBITOR MOVE-IN: MONDAY, JULY 24, 2006 BETWEEN 7:00AM-2:00PM SHOW HOURS: MONDAY & TUESDAY JULY 24-25, 2006 BETWEEN 7:30AM-4:30PM EXHIBITOR MOVE-OUT: WEDNESDAY, JULY 26, 2006 BETWEEN 4:30PM-9:00PM SUCCESSFUL VENDOR MOVE-OUT: THURSDAY, JULY 27, 2006 BETWEEN 7:AM-6:00PM</p> <p>ENTRANCE DECORATIONS:</p> <p>SPECIFICATION FOR LINE NO. 6 SUCCESSFUL VENDOR TO INSTALL AND REMOVE TWO (2) PREVIOUSLY PRODUCED BANNERS:</p> <ul style="list-style-type: none"> * ONE (1) 32' X 8' BANNER FOR STAGE BACKDROP * ONE (1) 10' X 38' BANNER FOR OUTSIDE ENTRANCE OF CONVENTION CENTER <p>LIST FEE FOR INSTALLING AND REMOVAL OF BANNERS: \$_____</p> <p>SPECIFICATIONS FOR LINE NO. 9 MASKING DRAPE:</p> <p>SUCCESSFUL VENDOR WILL PROVIDE, INSTALL AND DISMANTLE UP TO APPROXIMATELY FIVE HUNDRED (500) FEET OF 3' OR 8' HIGH BLUE MASKING DRAPE.</p> <p>LIST FEE FOR ADDITIONAL MASKING: \$_____</p> <p>SIGNS & GRAPHICS:</p> <p>SUCCESSFUL VENDOR TO PRODUCE ALL SIGNS. THE DEPARTMENT OF EDUCATION'S EVENT COORDINATOR WILL PROVIDE THE SUCCESSFUL VENDOR WITH THE FINAL WORDING TO BE PLACED ON ALL SIGNS FOURTEEN (14) DAYS IN ADVANCE OF THE ACTUAL EVENT.</p> <p>EXHIBITOR SERVICE MANUALS:</p> <p>SUCCESSFUL VENDOR WILL COMPILE AND MAIL A COMPLETE EXHIBITOR SERVICE MANUAL CONTAINING ALL NECESSARY FORMS AND INSTRUCTIONS TO AID EXHIBITORS IN THE PARTICIPATION OF THE LOUISIANA LEADS SUMMER CONFERENCE 2006. THIS MANUAL WILL CONTAIN THE APPROPRIATE ERNEST N. MORIAL CONVENTION CENTER SERVICE FORMS AND ANY ADDITIONAL FORMS REQUESTED BY THE DEPARTMENT OF EDUCATION.</p>			

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<p>A "SHOW FACTS" COVER LETTER OUTLINING SHOW COLORS, MOVE-IN/MOVE-OUT SCHEDULES, ETC. WILL BE INCLUDED.</p> <p>SUCCESSFUL VENDOR WILL CONTACT THE EXHIBITORS TO MAKE SURE THEY HAVE RECEIVED THEIR EXHIBITOR SERVICE MANUAL AND ASSIST THEM IN ORDERING ANY SERVICES THEY MAY REQUIRE.</p> <p>THE LIST OF EXHIBITORS WILL BE PROVIDED TO THE SUCCESSFUL VENDOR UPON AWARD OF ORDER. THIS INFORMATION MAY ALSO BE SECURED BY CONTACTING THE DEPARTMENT OF EDUCATION'S EVENT PLANNER JOAN CRAIN, AT (225) 342-3681 OR VIA HER E-MAIL ADDRESS AT JOAN.CRAIN@LA.GOV</p> <p>LIST FEE FOR EXHIBITOR SERVICE MANUALS: \$ _____</p> <p>EXHIBITOR SERVICE CENTER:</p> <p>SUCCESSFUL VENDOR TO PROVIDE A FULLY OPERATIONAL EXHIBITOR SERVICE CENTER WITH SPECIALLY TRAINED PROFESSIONAL PERSONNEL TO AID EXHIBITORS AND MANAGEMENT DURING INSTALLATION, DISMANTLE AND DESIGNATED SHOW HOURS FROM MOVE-IN TO MOVE-OUT TO COORDINATE ALL SET-UP AND BREAK-DOWN DETAILS AND TO SUPPLY THE FOLLOWING SERVICES:</p> <ul style="list-style-type: none">* FURNISHINGS RENTALS* SIGN SERVICE* LABOR POOL* DRAYAGE INFORMATION AND SERVICE <p>LIST FEE FOR EXHIBITOR SERVICE CENTER: \$ _____</p> <p>MATERIAL HANDLING:</p> <p>SUCCESSFUL VENDOR TO PROVIDE COMPLETE MATERIAL HANDLING SERVICES FOR THE DEPARTMENT OF EDUCATION. SUCCESSFUL VENDOR TO WAIVE PROHIBITION OF EXHIBITOR FURNISHED DOLLIES OR HAND CARTS ON THE EXHIBIT SHOW FLOOR. THE MATERIAL HANDLING SERVICES TO INCLUDE UP TO 100 LBS OF FREIGHT. THIS INCLUDES RECEIVING FREIGHT FOR STORAGE PRIOR TO THE SHOW (UP TO 30 DAYS), DELIVERY TO THE APPROPRIATE LOCATION, REMOVAL AND RETURN OF EMPTY CONTAINERS, AND RELOADING ON DEPARTMENT OF EDUCATION OUTBOUND CARRIER AT THE END OF THE SHOW.</p> <p>LIST ANY APPLICABLE FEE IF FREIGHT THAT IS HANDLED FOR CONFERENCE EXCEEDS 100 LBS.: \$ _____</p> <p>DISPLAY LABOR:</p> <p>SUCCESSFUL VENDOR MUST BE AVAILABLE ON CALL FOR ON-SITE NEEDS. RESPONSE TIME WILL BE ONE (1) HOUR.</p> <p>LIST ANY APPLICABLE FEE FOR LABOR: \$ _____</p> <p>SHOW CLEANING:</p> <p>THE ERNEST N. MORIAL CONVENTION CENTER REQUIRES THAT EXHIBIT AREA TO BE CLEANED BEFORE, DURING AND AFTER THE SHOW. THIS INCLUDES VACUUM AISLES, REMOVE PRE-SHOW TRASH, REMOVE POST-SHOW TRASH AND RETURN EXHIBIT HALL TO PRE-SHOW CONDITION.</p>			

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<p>ELECTRIAL:</p> <p>ELECTRICAL IS AN EXCLUSIVE SERVICE PROVIDED BY THE ERNEST N. MORIAL CONVENTION CENTER. SUCCESSFUL VENDOR WILL NOT BE RESPONSIBLE FOR ANY ELECTRICAL REQUIREMENTS.</p> <p>NON-OFFICIAL CONTRACTOR:</p> <p>EXHIBITING FIRMS WILL BE NOTIFIED THAT UTILIZING INDEPENDENT CONTRACTORS FOR INSTALLATION AND DISMANTLE OF THEIR DISPLAYS MUST NOTIFY THE DEPARTMENT OF EDUCATION AND THE SUCCESSFUL VENDOR, IN WRITING AT LEAST FOURTEEN (14) DAYS PRIOR TO THE FIRST DAY OF MOVE-IN AND INCLUDE ALL NECESSARY INSURANCE PAPERS. THIS WILL VERIFY THAT THEY HAVE PROPER INSURANCE AND ASSIST SECURITY IN MONITORING ACTIVITY ON THE SHOW FLOOR.</p> <p>SUCCESSFUL VENDOR TO PROVIDE A FORM IN THE EXHIBITOR SERVICE MANUAL DETAILING THESE AND THE OTHER NECESSARY REQUIREMENTS FOR NON-OFFICIAL CONTRACTORS.</p> <p>THE SUCCESSFUL VENDOR TO COORDINATE ALL ARRANGEMENTS FOR THIS JOB WITH THE DEPARTMENT OF EDUCATION'S EVENT PLANNER.</p> <p>CONTACT INFORMATION: JOAN CRAIN DEPARTMENT OF EDUCATION'S EVENT PLANNER PHONE: (225) 342-3681 E-MAIL: JOAN.CRAIN@LA.GOV</p> <p>SUCCESSFUL VENDOR TO ENSURE THAT ALL EQUIPMENT USED FOR THE EXHIBITS AND REGISTRATION AREA MEET SAFETY AND QUALITY CONTROL STANDARDS.</p> <p>ANY CONTRACTS ASSOCIATED WITH THIS EVENT THE VENDOR WISHES THE DEPARTMENT TO CONSIDER SHOULD BE SUBMITTED WITH THE BID.</p> <p>THE DEPARTMENT OF EDUCATION'S EVENT PLANNER WILL PROVIDE THE SUCCESSFUL VENDOR WITH A FINAL COUNT OF THE REQUIRED BOOTHS FOURTEEN (14) DAYS IN ADVANCE OF THE ACTUAL EVENT.</p> <p>3 AWARD TO BE MADE ON AN ALL-OR-NONE BASIS.</p> <p>4 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p> <p>CONTRACTOR'S LIABILITY INSURANCE:</p> <p>PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.</p> <p>INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:</p> <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION</p>			

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<p>INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>5 IF VENDOR FINDS ANY CONFLICTS IN THE SPECIFICATIONS TERMS OR CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAY-OUT AS DESCRIBED IN THIS BID, OR OTHER FEATURES OF THE SPECIFICATIONS THAT APPEAR TO BE IN ERROR, SAME SHALL BE NOTED ON BID.</p> <p>6 BEFORE THIS CONTRACT IS ACCEPTABLE AND COMPLETE, SUCCESSFUL BIDDER SHALL CLEAN UP AND REMOVE FROM THE PREMISES ALL DEBRIS RESULTING FROM HIS WORK, AND SHALL SEE TO IT THAT ALL THE ITEMS FURNISHED ARE LEFT IN GOOD ORDER, CLEAN AND PROPERLY INSTALLED.</p> <p>7 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</p> <p>8 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p> <p>9 IT SHALL BE DISTINCTLY AGREED AND UNDERSTOOD THAT THE PRICE QUOTED MUST BE A FIRM PRICE.</p> <p>10 BID DELIVERY INSTRUCTIONS FOR DEPARTMENT OF EDUCATION</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE</p>			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
 DEPARTMENT OF EDUCATION
 PURCHASING AND CONTRACTS SECTION
 P.O. BOX 94064
 BATON ROUGE, LA 70804-9064

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:
 DEPARTMENT OF EDUCATION
 PURCHASING AND CONTRACTS SECTION
 CLAIBORNE BUILDING, SUITE 5-242
 1201 NORTH THIRD STREET
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE DEPARTMENT OF EDUCATION IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

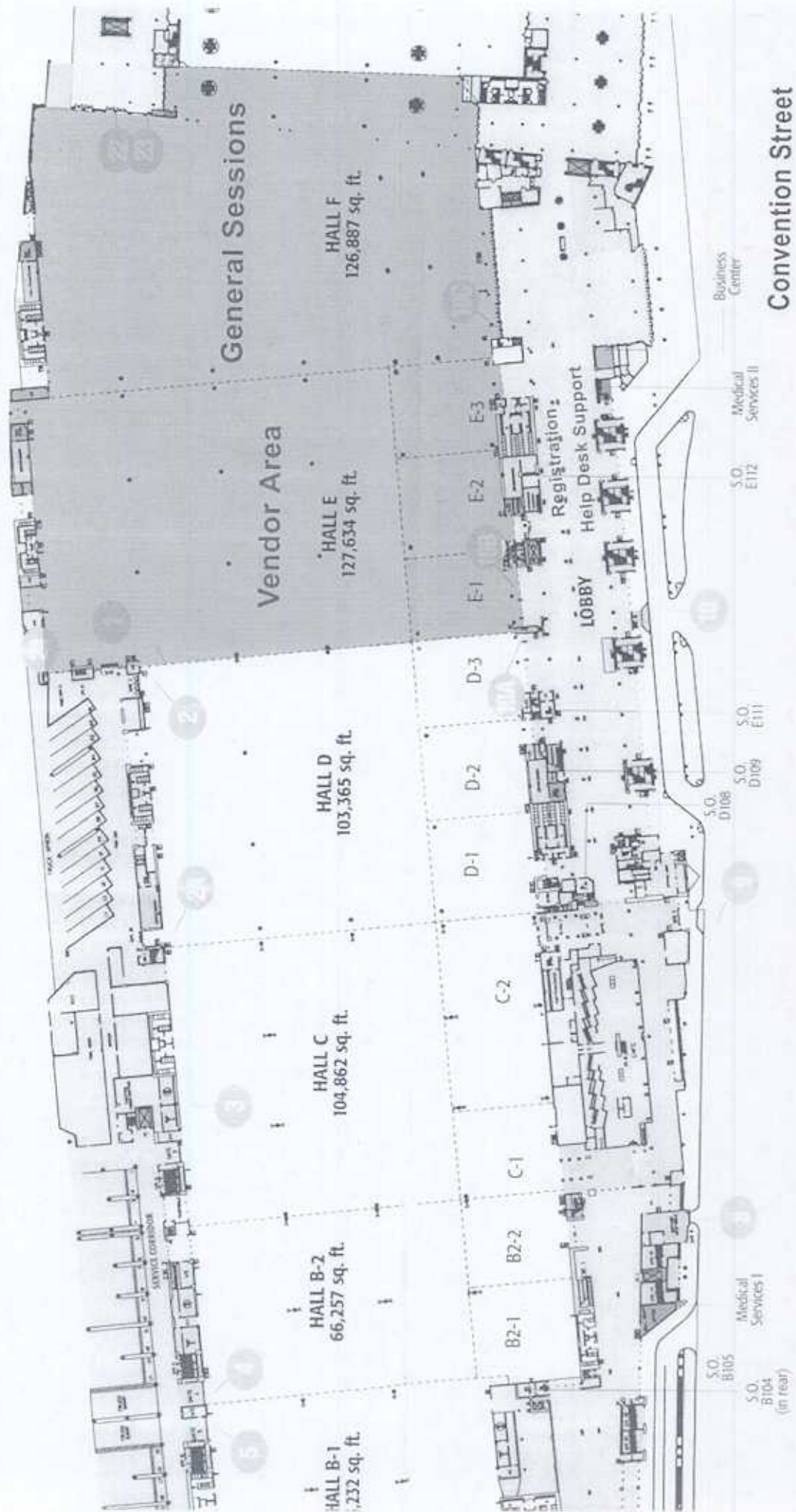
BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

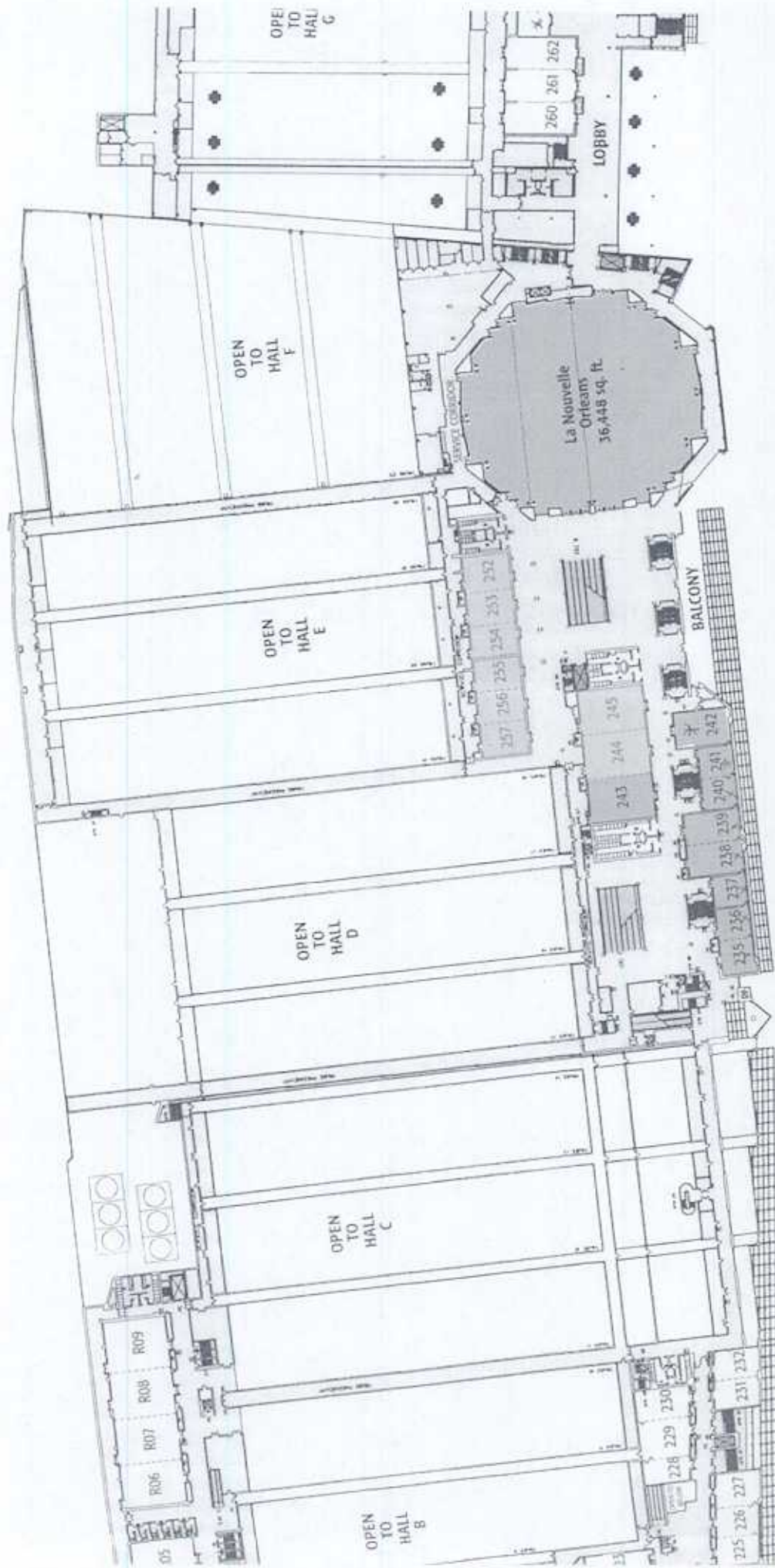
 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

PRICE SHEET			INVITATION TO BID		
NUMBER : 2207992 OPEN DATE : 05/30/06 TIME: 02:00 PM T-NUMBER :			BIDDER:		PAGE 10
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: LDOE, SUPERINTENDENT'S OFFICE DEPT OF EDUCATION-CENTRAL RECEIVING 1201 N. 3RD ST. STE G-224 COMMUNICATION&LEGISLATIVE BATON ROUGE , LA 70802				
00001	COMMODITY CODE: 962-48-000000 Vendor to furnish all labor, tools, materials, and equipment necessary to completely furnish, deliver, set-up, drape, and remove approximately one hundred fifty (150) exhibit booths, size: 10' X 10', for the Department of Education Louisiana Leads Summer Conference 2006 to be held at the Ernest N. Morial Convention Center, 900 Convention Center Blvd., Hall E, New Orleans, Louisiana, on July 21-27, 2006 in accordance with the attached specifications.	150	EACH		
00002	COMMODITY CODE: 962-48-000000 Vendor to furnish all labor, tools, materials, and equipment necessary to completely furnish, deliver, set-up, drape and remove fourteen (14) registration booths in accordance with the attached specifications.	14	EACH		
00003	COMMODITY CODE: 962-48-000000 Vendor to furnish all labor, tools, materials, and equipment necessary to completely furnish, deliver, install and remove 9' wide, blue/green aisle rental carpet approximately 3000 square yards flame resistant. Carpet must cover entrance area of exhibit hall and linear footage of aisle for the one hundred fifty (150) exhibit booths (size: 10' X	3000	SQYD		

PRICE SHEET			INVITATION TO BID		
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	10') IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.				
00004	COMMODITY CODE: 962-48-000000 VENDOR TO FURNISH APPROXIMATELY FORTY-FOUR (44) 3.281' WIDE X 8' TALL SIGNS WITH PEDESTAL BASES, FOUR (4) COLORS, LISTING THE TITLE OF EACH BREAKOUT SESSION EACH DAY OF THE CONFERENCE-THE FINAL WORDING TO BE PLACED ON SIGNS WILL BE COORDINATED WITH THE DEPARTMENT OF EDUCATION'S EVENT PLANNER AND THE SUCCESSFUL VENDOR.	44	EACH		
00005	COMMODITY CODE: 962-48-000000 VENDOR TO FURNISH APPROXIMATELY EIGHTEEN (18) 2' X 3' INFORMATIONAL SIGNS, FOUR (4) COLORS AND EASELS-THE FINAL WORDING TO BE PLACED ON SIGNS WILL BE COORDINATED WITH THE DEPARTMENT OF EDUCATION'S EVENT PLANNER AND THE SUCCESSFUL VENDOR.	18	EACH		
00006	COMMODITY CODE: 962-48-000000 VENDOR TO FURNISH ALL LABOR, TOOLS, MATERIALS, AND EQUIPMENT NECESSARY TO INSTALL AND REMOVE TWO (2) PREVIOUSLY PRODUCED BANNERS IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.	1	EACH		
00007	COMMODITY CODE: 962-48-000000 VENDOR TO FURNISH FOUR (4) 6 FOOT WIDE, FREE STANDING MESSAGE BOARDS PUSH-PIN TYPE.	4	EACH		
00008	COMMODITY CODE: 962-48-000000	12	EACH		

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	PLANTS, LIVE GREEN TO BE PLACED ON THE STAGE DURING THE ENTIRE CONFERENCE DURATION, SIZE: 6 FOOT				
00009	COMMODITY CODE: 962-48-000000 VENDOR TO FURNISH ALL LABOR, TOOLS, MATERIALS AND EQUIPMENT NECESSARY TO COMPLETELY FURNISH, INSTALL AND REMOVE APPROXIMATELY FIVE HUNDRED (500) FEET OF 3' OR 8' HIGH BLUE MASKING DRAPE IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.	500	FT		





- ABC Breakout Rooms
- LEADS Breakout & Event Rooms



■ LEADS Breakout Rooms